

PUBLIC WORKS/UTILITIES EXECUTIVE ASSISTANT – 1042

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex technical and administrative work overseeing a variety of programs for the Public Works/Utilities Department; maintains accounts payable, assists in developing and implementing policies and procedures to ensure adherence to established agreements, contracts and various laws and regulations affecting Department operations and personnel. Work also involves developing proposals and administering and administering grants and loans, receiving and responding to inquiries and complaints from the public and performing a variety of administrative work to relieve the Public Works/Utilities Director of operational details of day-to-day management of the Department.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing and exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, operation of motor vehicles and equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performs a variety of administrative work to relieve the Public Works/Utilities Director of operational details of day-to-day management of the Department.

Provides administrative assistance to supervisor in meeting management; assembles background materials, prepares agendas, and records action items for various meetings.

Assists in the planning, organizing and coordinating of services, operations, and programs as directed.

Receives and responds to citizen inquiries and service request.

Assists in preparing and monitoring departmental budget.

Check invoices for proper coding; ensures all invoices are properly coded and have proper payment authorization.

Is responsible for departmental public relations, educational campaigns, and internal communications.

Gathers, interprets, and prepares data for studies, reports and recommendations.

Prepares divisional monthly financial and work performance reports.

Prepares and completes reports sent to the county and state for review.

Checks departmental payroll for compliance with established procedures and laws.

Purchase supplies and ensures adherence to governmental purchasing laws.

Undertakes a variety of research and other special projects as assigned.

Independently drafts and composes correspondence and responses.

Develops proposals and administers grants and loans.

Attends meetings of various local, state, regional and/or national committees, associations, task forces, etc., as appropriate.

Receives, sorts and distributes mail.

Provides back-up assistance for Receptionist; answers telephone; takes and relays messages; creates work orders.

Operates standard office, data entry and word processing equipment;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of office terminology, procedures and equipment and of business arithmetic and English; thorough knowledge of the operations of the department; ability to type at a reasonable rate of speed; ability to follow complex oral and written directions; ability to meet governmental officials and others with tact and diplomacy; ability to establish and maintain effective working relationships with associates and the general public; ability to operate standard office, data entry and word processing equipment; ability to maintain complex records and prepare reports from such records.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college with major course work in business or public administration or related field.